



ePAF Procedures: ePAF Pay Actions for ePAF Approvers

General Information

ePAF users are typically required to approve ePAFs for employees other than themselves. However, there will be times when an ePAF action is required for the users' record.

Best Practice

Any ePAF approver that is receiving a pay rate change should have another ePAF Originator and ePAF Approver within the department or college/division originate and approve the ePAF.

Required Documentation

If there is not another readily available approver within the department or college/division to approve the pay rate change ePAF action, a justification document signed by the appropriate next level of authority or an approval email from the appropriate next level of authority must be attached to the ePAF.

Please contact Abbee.Camen@ucf.edu with any questions.